

ANNUAL STAFF PROFESSIONAL DEVELOPMENT AND STUDENT EDUCATION PLANNING TOOL

The following table serves to provide districts and/or co-ops with an example of professional development and student education planning. This does not indicate requirements from KSDE. Utilize the blank copy of this tool on the next page to create your own plan.

STAFF EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
School District	<input type="checkbox"/> Suicide Awareness and Prevention	See KSDE requirements	See KSDE requirements	All administrators and staff
School Mental Health Team (SMHT)	<input type="checkbox"/> District suicide awareness and prevention policies <input type="checkbox"/> Suicide Prevention, Intervention, Re-Integration, and Postvention: A Toolkit for Kansas Schools	Prior to the start of the school year during professional development	SMHT Coordinator or building-level principal	All building-level staff members
School Mental Health Team (SMHT)	<input type="checkbox"/> Risk and protective factors for youth suicide	1-2 weeks prior to winter break	SMHT member	All building-level staff members

STUDENT EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
School Mental Health Team (SMHT)	<input type="checkbox"/> Available mental health supports within the school <input type="checkbox"/> Seeking help for self or peer	Beginning of the school year	SMHT member	All grades *Adjust content appropriately by grade-level
School Mental Health Team (SMHT)	<input type="checkbox"/> Risk factors <input type="checkbox"/> Warning signs	First quarter	SMHT member	All grades *Adjust content appropriately by grade-level

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CAREGIVER EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
School Mental Health Team (SMHT)	<input type="checkbox"/> Student safety event	Beginning of the school year	SMHT member	All caregivers

STAFF EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES

STUDENT EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES

CAREGIVER EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES

